

ALAMEDA TRAVEL
3526 ALAMEDA MENLO PARK CA 94025-6510
415 233-1700 FAX 415 854-9467

TO: JUDY

FAX #

NUMBER OF PAGES: 2

DATE: 12-7-94

REGARDING:

JUDY.....LARRY CALLED ME THIS A.M. REQUESTING THE TICKET EXCHANGE AS SHOWN ON THE NEXT PAGE. FORTUNATELY I CONTACTED MY SALES FORCE AND THEY HAVE AUTHORIZED THE CHANGE AT NO ADDITIONAL COST. I WILL FEDERAL EXPRESS THE TICKET TO LARRY. HE WILL NEED TO RETURN THE ONE HE HAS TO ME FOR THE EXCHANGE PROCESS. LET ME KNOW IF YOU WANT ME TO USE MY FEDERAL EXPRESS NUMBER AND BILL YOU OR IF YOU WANT TO USE YOURS. ALSO...I HAVE A MESSAGE FOR HIM ON HIS VOICE MAIL. THE VISTA HILTON ALSO CALLED ME THIS MORNING TO SAY THAT BRUCE GILLIAT NO-SHOWED THE RESERVATION LAST NIGHT AND THAT THEY WILL BILL HIS VISA CARD FOR \$105.00 WHICH IS THE UNITED COUPON RATE. THEY NEED TO KNOW IF WE WANT TO HOLD THE RESERVATION FOR TONIGHT OR SHOULD IT BE CANCELLED. LET ME KNOW AS SOON AS POSSIBLE.
THANKS-----CAROLYN

Altison, Vista

202-428-1700 x 3201 \$210/night

Sincerely,

Carolyn

Carolyn J. McGraw
Owner

Please call Alameda Travel if you have not received this FAX in its entirety.

To: bruce, dia, brewster, lori, larry, cyndy
From: judy@wais.com (Judy Chen)
Subject: URGENT! DC Hotel arrangements
Cc: than, cronin

We had originally booked 2 rooms at the Hilton and 2 rooms at the Washington Vista. As of today, reservations for one room at the Hilton and one room at the Washington Vista has been cancelled due to non-arrival. This leaves only 1 room at the Hilton (occupied by Dia and Lori) and 1 room at the Washington Vista (occupied by Brewster and Dan--Brewster, you have your room thru Friday, not tomorrow, as you were told).

To remedy the situation, our travel agent reserved another room at Washinton Vista, guaranteed for tonight's arrival (confirmation# 103-0899, in Bruce Gilliat's name, at non-discount rate). If you need more rooms, the Washington Vista had 4 more rooms available when I called this afternoon.

To my knowledge, Bruce, Larry, and Cyndy are due to arrive in DC tonight. If they failed to check into the hotel tonight, the extra room at Washington Vista will be cancelled with one night's charge. Will Dia, Lori, Brewster, or Dan please hold the room in Bruce's absence, so that there will be enough rooms for everyone?

If you need to reach Carolyn, our travel agent, her home ph#: 415-366-8534.

-Judy

To: dia, bruce, than, kevin, lori
From: judy@wais.com (Judy Chen)

Below is the hotel info for IW '94:

Hilton & Towers
1919 Connecticut Ave NW
Washington, DC 2009
202-483-3000

Washington Vista
1400 M St. NW
Washington, DC 2005
202-429-1700